

Effective Date: February 1, 1998

State of Wisconsin
Classification Specification

BUDGET AND CAPITAL OFFICER

I. INTRODUCTION

Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to the single non-supervisory position in the Department of Transportation responsible for the administration of the department's revenue bonding program, management of the department's biennial and annual budget systems, and management of the position control system. This classification specification is not intended to identify every duty which may be assigned to the position, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

II. DEFINITION

This position functions as the program manager of the capital finance and budget operations function which includes the administration of the department's revenue bonding program, management of the department's biennial and annual budget systems, and management of the position control system. This position formulates policy statements, develops department positions on major policy issues, reviews and evaluates the organization structure, directs program analysis and special studies to increase efficiency of operations and improve program performance and prepares administrative policies and procedures for assigned areas.

III. QUALIFICATIONS

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This new classification specification was created effective February 1, 1998, as part of the realignment of staff of the Department of Transportation's Office of Policy and Budget. It is intended to be a single position classification. See DER Bulletin CC/SC-81.

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